

U.S. Department of Housing and Urban Development
1280 Maryland Avenue, SW
Suite 800
Washington, D.C. 20024-2135



OFFICE OF PUBLIC AND INDIAN HOUSING
REAL ESTATE ASSESSMENT CENTER

Inspector Notice No. 2003-03

TO: All Inspectors certified in the use of the Uniform Physical Condition Standards (UPCS) inspection protocol

FROM: Nelson E. Stephens
Inspector Administration

SUBJECT: UPCS Inspection Protocol
Compilation Bulletin – Clarification

DATE: November 17, 2003

This notice provides additional clarification of several items addressed in the REAC Compilation Bulletin dated August 26, 2002. Please refer to the Compilation Bulletin for their proper context. The REAC Compilation Bulletin will be updated to reflect the following:

Question: If burners have been removed from the stove for cleaning, etc., is this a deficiency?

Answer: If burners can be located and reinstalled into stovetop, these missing burners are not a deficiency. As with a gas range, once they have been reinstalled, they must be turned on and checked to determine if they are functioning.

Question: If control knobs have been removed from the stove, is this a deficiency?

Answer: If the control knobs can be located and reinstalled on the stove, it is not a deficiency. If the knobs cannot be located, record the missing knobs as a Level 1 deficiency.

Question: If an exterior A/C disconnect box that is not associated with a sample unit has no cover, is it a deficiency? If so, where is the deficiency to be recorded?

Answer: Yes. This would be recorded at Building Exterior, H&S, Electrical Hazard, regardless of the design of the box. If the disconnect is associated with a sample unit, the deficiency would be recorded at unit.

Question: If all data associated with the property profile is not completely accurate, will the inspector's performance be considered Outside Standard during a REAC Collaborative Quality Assurance (CQA) review?

Answer: All building data must be correct. If the unit/bldg count and/or bldg type is not correct, the inspector's performance will be rated as "Outside Standard" (OS). If other data is incorrect, QA will evaluate the overall performance.

Question: Are inspectors required to conduct the entire inspection?

Answer: Yes. **ALL inspectable items must be inspected by the inspector.** This includes, but is not limited to, smoke detectors, doors, windows, faucets, and stoves/ovens. Testing is required for ALL smoke detectors located over 8', including those located in cathedral or vaulted ceilings. The POA shall provide access and perform testing in the visual presence of the inspector for smoke detectors over 8'. Smoke detectors not tested must be recorded as OD.

Question: Is a defect for Spalling/Exposed Rebar, Foundations to be recorded relative only to the percentage of the foundation area observed, or is it to be recorded based on all foundation walls of the building?

Answer: The percentage is to be calculated based on all foundation walls of the building.

Question: Where are cracks on basement floors to be recorded?

Answer: Deficiencies are to be recorded under Foundations.

Question: Are exit signs required at all applicable exits?

Answer: No. If there has never been an exit sign, HUD does not require one to be installed, nor are missing exit signs a deficiency. Illumination is required in the area of the sign, and a window constitutes illumination.

Window Egress

For rooms with only one window as a secondary means of egress, an inoperable window is also to be recorded as Blocked Egress at H&S, Emergency/Fire Exits. If the window is not operational, it could not be used to egress the room. A window designed not to be lockable is not an H&S deficiency.

Double-sided Keyed Deadbolt Lock

EH&S deficiencies (blocked egress) pertaining to double-sided keyed deadbolt locks are only applicable to units, and do not apply to common areas.